**Executive Committee Meeting**

**ASSP Penn-Jersey Chapter**

**August 22, 2018**

**Mastori’s, Bordentown, NJ– 6:00pm**

**MEETING MINUTES**

**Present:** C. Baldwin, D. DiGironimo, H. Spencer, M. McGowan, D. Guirguess, K. States, S. Davis, D. Thaker, A. Layton

1. Officers Reports/ Transition activities
   1. President (C. Baldwin)
      1. COMT report – uploaded on 8/15.
      2. ASSP Officer emails – Mike sent instructions on July 13 on how to login and change settings for chapter officer email addresses (i.e., [secretary@penn-jersey.assp.org](mailto:secretary@penn-jersey.assp.org)).
      3. ASSP Officer Central Training Modules – Cindy requests that applicable officers complete this training and send confirmation to her by August 31, if they have not already done so.
   2. Vice president (H. Spencer) – Howard confirmed the speaker for September. He will send a reminder to the speaker in October. He is working on setting up a tour of the Burlington-Bristol Bridge for May or June. This should be separate from the May technical meeting.
   3. Treasurer (D. Guirguess)
      1. Account Transfer/signatures – This is complete. The chapter has new checks and debit cards and the account reflects the ASSP name change.
      2. Financial Report ending 7/31/18 -  Dave provided report
      3. Pay Pal Account - PayPal balance has been transferred to chapter bank account. Will close the account once an alternative system is in place. Dave will research alternative ways for attendees to pay for technical meetings.
      4. Financial audit is pending
   4. Secretary (K. States) review of July 2018 minutes. Adopted as written (7 for, 0 opposed).
   5. Delegate (D. DiGironimo) - No updates
   6. Government Affairs (P. Stevenson) - No updates

2) Committees/Support

* 1. PDC – (S. Davis)  - Kelly has not received new topic ideas - see July 2018 minutes. There may be a new market for ASP/CSP prep courses. Cindy will find out more information. Tabled until more information is available.
  2. Newsletter – (D. Thaker) - Sent Cindy draft of the newsletter. Howard would like to write an article for the newsletter about the specialty groups/communities – this would be a good article for the October newsletter.
  3. Membership – (H. Spencer) – Howard will call Society Member Services ([1-847-699-2929](tel:1-847-699-2929)) to find out how to get new members reports in order to send welcome letter.
  4. Technology Lead – (D. DiGironimo) - Nothing to report
  5. Social Media – (A. Layton) - Nothing to report.
  6. Governor’s Awards/Atlantic City Safety Expo (P. Stevenson) - No update.

3) 2017/2018 Planning

* 1. Key Chapter Dates (Sept –Dec)-  Shaundree reviewed
  2. Member Survey – Tabled until Dec executive committee meeting for potential Spring 2019 launch
  3. Topics and Speakers
     1. Sept 18– Mindfulness, Catherine Knodel. Need sign-in sheet.
     2. Oct 16– Static Electricity, Steven Connallon
     3. Nov 13 (because of Thanksgiving) – Past Presidents, Recognition, Round Table. Society will send information on who is being recognized.
     4. Dec 18 – Exec Leadership planning meeting
  4. Calendar - September 20, 10 am - 12 pm is NJSISC. Dhruti will be present and Cindy will attempt to attend. Howard is also available to represent the chapter.
  5. Venue – Tech sessions will be held at Villa Mannino (Sep, Oct, Nov, Jan, Feb, Mar, Apr, May). May could be joint meeting with Philadelphia chapter. Tour of Burlington-Bristol Bridge (May or June) would be separate from technical meeting. Dave will confirm dates with Villa Mannino.
  6. Speaker Gifts (D. DiGironimo) - Danielle ordered power banks and pens on 8/22. Mike will follow up about table drape.

 4) Old Business

1. Chapter SPY Award-information was sent to all members on 8/22. Regional SPY information was sent to the executive committee.
2. New ASSP Website and Penn-Jersey Website - Need to add Dhruti’s picture and events list. Cindy will email Mark to add technical meetings under events on chapter’s website for the year and include PayPal link used from last year.
3. Leadership Conference, Chicago.  Kelly and Ashleigh are registered and will attend.

5) New Business

1. Fall ROC will be a webinar. September 21, 9 - 11 am. Everyone is encouraged to participate.
2. Howard is requesting that the Penn-Jersey Chapter sign their name to the National Council on Occupational Safety and Health (NACOSH) “Our Turn” Pledge (<http://coshnetwork.org/our-turn-pledge>). Shaundree will bring this request to the ROC.
3. Shaundree has been asked to chair the ASSP Operations Committee. She reported that the focus this year will be on how to develop mentorship opportunities at the chapter level.
4. Name tags – Cindy will order through the ASSP website or Chapter services.

Action Items:

All committee members

* Using Mike’s emailed instructions from July 13, login and update the chapter email addresses (i.e., [vicepresident@pennjersey.assp.org](mailto:vicepresident@pennjersey.assp.org)) by August 31
* Participate in upcoming ROC webinar, September 21, 9 – 11 am

Applicable Officers

* Complete online leadership training and send confirmation to Cindy by August 31, if they have not already done so.

Kelly States

* Put meeting minutes onto chapter letterhead and send to Cindy, post to website.

Dave Guirguess

* Research alternatives to PayPal for attendees to pay for technical meetings.
* Confirm technical meeting dates with Villa Mannino

Cindy Baldwin

* Update newsletter draft, send and post (Kelly should do this going forward).
* Email Mark from Member Services to add chapter technical meetings to upcoming events and test PayPal link.
* Order Executive Committee member nametags

Mike McGowan

* Follow up with Society about table drape

Shaundree Davis

* Bring Howard’s request for the chapter to sign the NACOSH “Our Turn” pledge to the ROC.